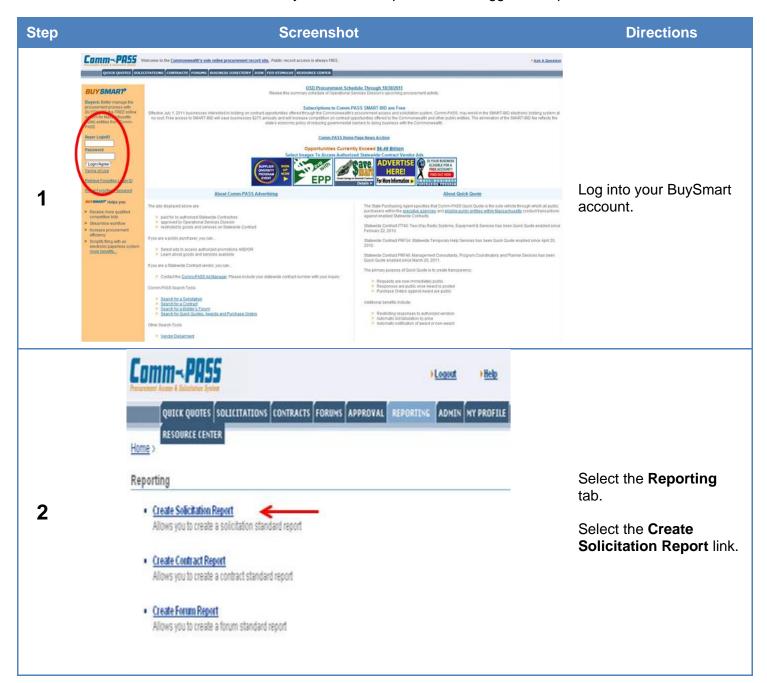


Job Aid:

How to Create a Solicitation 60-Day Report

Please Note: You must have a BuySmart Subscription and be logged in to perform this task.





Job Aid:

How to Create a Solicitation 60-Day Report

Step	Screenshot	Directions	
	Create Solicitation Report		
	Kewords Field Empty [
	Cocument Number: For Statewide Contract.		
	Colument Status Calendar Fluir Type V		
	Procurement Type Applicable Procurement Law.		
		Select the Department .	
3	Department Depart	Select a Comm-PASS Category.	
	Documents with No Action(c) in the Last 60 days:		
	Solicitation Contains ESP: Solicitation Requires Prompt Pay Terms:		
	Estimated Value Range: Estimated Value Not Available:		
	When utilizing the Estimated Value Range, use only whole numbers, Estimated Units: Estimated Units: Estimated Units:		
	LastActor: Contains Federal Stimulus:	Select the Documents	
	Document Owner Contains MREMBECRE Osal:	with No Action(s) in the	
	Containt Name Contains ARP.	Last 60 Days checkbox.	
	Solicitation Based on Universal Template: 🔲 Solicitation Based on (TP Template: 🗇		
4	Sciribation Stated on Limit-farm Template: 🔲 Related Solicitation Number Empty: 🔲	You may select	
-	Related Contract Number Errors: If "Selectation Number Errors" is checked, select IIP template type above	additional indicators to	
	# "Contract Number Empty" is checked, select one or ledst temptate types above Intend Empty Online Response Allowed: Multiple Submissions Allowed:	narrow your search.	
	Forms & Terms Errorle Update Tab Empty		
	Interveded Bidders List Company Name: Interveded Bidders List Empty:	Select Create Report.	
	Eligible Entities Emply:	-	
	Additional Team Member: Contains Additional Team Member:		
	Approval History Name: Approval History Empty:		
	Crisate Report		



Job Aid:

How to Create a Solicitation 60-Day Report

Step	Screenshot					Directions	
5	Solicitation Reports Resul	Solicitation Reports Result					
	Reports Results 16,623 Norms bound, displaying 1 to 50. (FinisPrint 1, 2, 2, 4, 5, 6, 7, 8 North, ast)						
	Chesed Document Date Hornless	Title	tens	bases. Name	leaser. Emvil Address	Insuer.Phone.	
	12/01/2106 4 Comm- page_lest	Forms beens	CLOSED	LOGED System Administrate	atur commpassitest@rahos.com	817-720-3360	
	02/14/2108 Applications- FY06-050-003	RFQ: OSD Applications Programmer N	sations Programmer IV CLOSED Nancy Burke testigent	test@test.com	817-720-0000	Solicitation Reports	
	12/31/2098 960800.2	DPL-RFP, Massachusets Trial Court	CLOSED	Not Provided Not Provided	emat@unicovn.com	993-993- 9923-999999	Result will appear. You may select the Excel icon to export this report.
	12/31/2089 WHW0000	RFGP for Technical Assistance to the South Boston Neighborhood Working Orough in the Raview of Three Major CSO Projects		Keth Colaryses	kostarusso@state.ma.us	817-242-6000 x2515	
	03/06/2010 Kate123	Flate	CLOSED	Amanda Creedon	amanda creedon@bearingpoint.com	999-999-9999	
	01/29/2010 012//2009Gundwr	FAQuestons	CLOSED	Little Spoon	amanda.creedon@bearingpoint.com	503-503-5505	
	01/29/2010 FAC66	Landscaping and Outdoor Application Products	CLOSED	Droby Nicolayer	Dmitrly Nikolayev@state ma.qs	817-720-3351	
	01/28/2010 WWQ5-017-15-5	Nursing Home Initiative Qualified Provider List	CLOSED	Sue Christianes	sue christedes@umassmed.edu	508-056-8736	
	01/20/2010 JANUARY21- CL08ED-L10	Two-Way Radios L-10	CLOSED	Laserer 10	noemal@noemal.com	555-565-5555	
	81/29/2018 JANUARY21- CL08ED-L11	Two-Way-Radios L-11	CLOSED	Learne 11	noemali@noemal.com	555-555-5555	